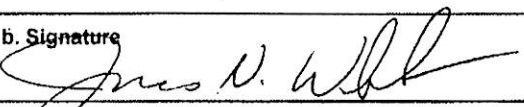
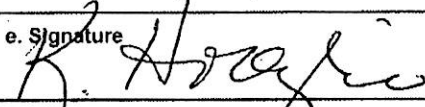



| | | | | | |
|---|--|--|--|--------------------------|--------------------|
| United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET | | 1. DUTY LOCATION Philadelphia, Pa. | 2. POSITION NUMBER 60184 N8394E | | |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position OPM PCS for GS-819 dtd 5/79; OPM JFS for GS-1300 dtd 10/97. | | | | | |
| Official Allocation | b. Title Environmental Engineer/Environmental Scientist (RPM) | c. Service GS | d. Series 819/1301 | e. Grade 14 | f. CLC 001 |
| 4. SUPERVISOR'S RECOMMENDATION Environmental Engineer/Environmental Scientist | | GS | 819/1301 | 14 | |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any) Senior Remedial Project Manager | | 6. NAME OF EMPLOYEE Joseph McDowell | | | |
| 7. ORGANIZATION (give complete organizational breakdown) | | | | | |
| a. U. S. ENVIRONMENTAL PROTECTION AGENCY | | e. | | | |
| b. Region III | | f. | | | |
| c. Hazardous Site Cleanup Division | | g. | | | |
| d. Office of Superfund Site Remediation | | h. EPAYS Organization Code 90342511/SDD000000 | | | |
| 8. SUPERVISORY/MANAGERIAL DESIGNATION <p>[S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p>[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p>[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p>[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines, or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p>X [N] None of the above applies. This is a non-supervisory/non-managerial position.</p> | | | | | |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | |
| a. Typed Name and Title of Immediate Supervisor James Webb, Associate Director Office of Superfund Site Remediation | | d. Typed Name and Title of Second-Level Supervisor James Burke, Director Hazardous Site Cleanup Division | | | |
| b. Signature  | c. Date 9/23/08 | e. Signature  | f. Date 9/23/08 | | |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION | | | | | |
| a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to: | | b. Fair Labor Standards Act: <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt | | c. Functional Code 42 | |
| d. Bargaining Unit Code: 0012 1050 | e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> Random Drug Testing | | f. Signature  | | g. Date 9/23/08 |
| 11. REMARKS FPL: GS-14 BUS changed prop M; off 02/10/13 RPM parenthetical added 07/31/13 mib | | | | | |

POSITION DESCRIPTION
Environmental Engineer/Environmental Scientist
GS-0819/1301-14

(Senior Remedial Project Manager/Sediment and Vapor Intrusion Expert)

Position Number: N8394E

Organizational Location: EPA, Region 3, Philadelphia
Hazardous Site Cleanup Division
Office of Superfund Site Remediation
Philadelphia, PA

Introduction

Serves as senior expert and technical advisor for the Superfund Program on technical issues pertaining to sediment remediation and vapor intrusion. Serves as an internal consultant to the Superfund Remedial Project Managers (RPMs), Site Assessment Managers and On Scene Coordinators (OSCs) and to State and local agencies on technical issues relating to the Superfund program. May maintain or assume responsibility for highly complex high profile sites or portions (operable units) of those sites.

Duties

Provides expert advice to national work groups on matters relating to the development of proposed guidelines, policies and procedures for implementing the Superfund remedial program as it relates to highly technical issues.

Develops regional guidance on highly technical topics related to the investigation and remediation of Superfund sites.

Consults and coordinates with researchers, Headquarters' policy makers, and regional personnel to improve investigative approach, remedy selection and remedy implementation at Superfund sites.

Serves as a technical consultant to insure that regionally consistent practices and state of the art techniques for investigation and remediation are employed in the Superfund program, coordinating these activities with other EPA programs such as RCRA, Water Programs, State agencies and private parties.

Participates in Agency and interagency meetings and conferences as an authority on site investigations and remediation and to plan and coordinate activities.

Provides expertise in highly complex and/or controversial issues involving remedial sites. In this regard, the incumbent is considered an authority on design, construction and enforcement issues and will be responsible for providing technical expertise and utilizing planning and coordination skills to expedite cleanup under the regional Superfund remedial process.

Provides comprehensive and authoritative assistance to senior management in the negotiation for such plans and the resolution of very sensitive policy, legal, and technical issues. Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state, and local agency officials, private industry, and public and private groups. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues related to a specific program, function, or activity. Advises senior management and/or state or interstate authorities on the status of scientific/engineering developments and the degree to which their involvement is needed to ensure that vital regional or state interests are considered in related agency guidance and policies. Develops highly technical/scientific training course(s) and/or course materials, and presents training in specific area of expertise

Provides technical expertise to RPMs, OSCs and Site Assessment Managers on Superfund site investigations and cleanup, with the dual goals of ensuring divisional consistency in the protection of human health and the environment and expediting site assessment and cleanup.

Evaluates work performed by EPA contractors by monitoring field activities and reviewing documents and makes recommendations to the division and contracting officials for contract changes and contractor oversight improvements.

Contributes to the planning, evaluation and negotiation of Superfund enforcement projects. Advises RPMs regarding procedures for PRP lead sites. Participates in technical negotiations with PRPs concerning performance of site investigations and cleanup activities. Provides written documentation to RPMs and supports positions as needed; coordinates activities with attorneys from ORC and DOJ.

Attends negotiations and serves as a senior technical advisor for Superfund site enforcement activities, including meetings with other agencies, (such as the Justice Department or other federal agencies which have been named as PRPs) to determine negotiating strategies to be employed; provides support to RPMs and ORC Superfund enforcement on complex technical issues.

Provides expert testimony in support of Federal Superfund enforcement actions in administrative hearings, grand jury proceedings and Federal court proceedings.

Prepares briefing documents and other technical reports, such as background reports, memoranda or audio visual aids, for Superfund RPMs, SAMs and OSCs Regional management, Headquarters, Congressional members and officials of the Justice Department.

Coordinates with other Regional and Headquarters specialists to complete Superfund Program site investigations and analysis; coordinates with other Regional programs to insure a complete understanding of intermedia technical issues involving Superfund site work.

Factors

Factor 1-8 Knowledge Required by the Position 1550 Points

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of applicable environmental statutes and regulations.

Mastery of the fate and transport of pollutants in various media and a high level of understanding of current and evolving approaches for evaluating and addressing complex contamination problems.

Mastery of the Superfund remedial and enforcement processes and associated technical guidance and requirements to ensure protection of public health and the environment.

Ability to evaluate and incorporate the latest advances in control and/or abatement processes into the investigation and cleanup of Superfund sites.

Ability to communicate both orally and in writing to highly technical, legal and other non-technical personnel.

Factor 2-5 Supervisory Controls 650 Points

The supervisor provides guidance solely in the form of general mission or policy directions and resource constraints. The employee typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the engineer and/or scientist are accepted as technically sound even though final approval may depend on formal action by high-level management. The engineer and/or scientist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. Completed work is broadly reviewed for adherence to mission objectives and for assurance that broad policy or program objectives are fulfilled.

Factor 3-5 Guidelines 650 Points

Guidelines are broadly stated agency regulations and state-of-the-art developments in the employee's field of expertise. The employee is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers and/or scientists, or policy-makers within or outside the agency.

Factor 4-5 Complexity 325 Points

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to wide range of scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5-5 Scope and Effect 325 Points

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

Factor 6-3 Personal Contacts 60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7-4 Purpose of Contacts 220 Points

The purpose of contacts is to justify, defend, negotiate, or settle controversial, and far-reaching matters through active participation in conferences, meetings or court proceedings. The persons contacted typically have diverse viewpoints, goals, or objectives, requiring the engineer and/or scientist to achieve a common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives.

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases.

Factor 9-1 Work Environment 5 Points

The work is typically performed in an office environment, although there may be occasional site visits moderate risks where safety precautions are required.

Total Points: 3790

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name _____

Position Number _____

Title SENIOR RPM

Series/Grade GS-819/1301-14

Organization HSCD

Office of SF Site Remediation

Percentage of Time Spent on Extramural Resources Management

- _____ This position has no extramural resources management responsibilities.
- _____ Total extramural resources management duties occupy less than 25% of time.
- ☒ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- _____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature _____

Date 9/18/08

Personnel Specialist's Signature _____

Date 9/23/08

Part 1. Contracts Management Duties

Pre-award:

- ☒ Plans procurements
- ☒ Estimates costs
- _____ Obtains funding commitments
- _____ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- _____ Processes unsolicited proposals
- ☒ Responds to pre-award inquiries
- ☒ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☒ Participates in debriefing/protests
- _____ Other (list)

Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- _____ Approves payment requests or ACH drawdowns
- _____ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- _____ Other (list)

Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- _____ Reconciles payments with work performance
- _____ Closes out payments
- _____ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- _____ Other (list)

Percentage of Time Spent on Contracts Management:

25 %

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

%

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

%